US Army Corps of Engineers

US Army Corps of Engineers Accident/Injury Reporting Decision Tree

Choose One:

(all underlined are clickable links)

Accident involving a Government or contractor em ployee

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Accident involving damage to Army property.

Accident involving damage to contractor property.

Accident involving a member of the public.

Exit

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Government and Contractor Employee Occupational Injuries and Illnesses Decision Tree

Did the employee experience an injury or illness?

No

Yes

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Not a recordable injury/illness.
Do not record the injury or illness.
No Preliminary Accident Report (PAN) needed.

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Is the injury or illness work-related?

No

Yes

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Work-Related:

A case is presumed work-related if, and only if, an event or exposure in the work environment is a discernable cause of the injury or illness or a significant aggravation to a pre-existing condition. Significant aggravation of a pre-existing condition by a workplace event or exposure makes the case work-related. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment. Injuries and illnesses that occur while an employee is in travel status are work-related if, at the time of the injury or illness, the employee was engaged in work activities "in the interest of the employer."

Exceptions to Work-Relatedness:

1. Member of the general public.
2. Symptoms arising on premises totally due to outside factors.
3. Voluntary participation in wellness program.
4. Eating, drinking and preparing one's own food.
5. Personal tasks outside working hours.
6. Personal grooming, self-medication, self infliction.
7. Motor vehicle accident in parking lot/access road during commute.
8. Cold or flu.
9. Mental illness unless employee voluntarily presents a medical opinion stating that the employee has a mental illness that is work-related.
10. The illness/injury occurs while an employee is on TDY status (established if employee has checked into a temporary residence or if they have taken a detour during TDY for personal reasons) and is not engaged in work activities at the time of the event.

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Is the injury or illness a new case?

No

Yes

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New Case:

Work-related injuries and illnesses are considered to be new cases when the employee:

- has never reported similar signs or symptoms before

- has recovered completely from a previous injury or illness and workplace events or exposures have caused the signs or symptoms to reappear

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Update the previously recorded injury or illness entry on OSHA 300 Log if necessary. No Preliminary Accident Report (PAN) needed.

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Does the injury or illness meet the general recording criteria or the application to specific cases?

Don’t Know

No

Yes

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Not a recordable injury/illness. Complete the Preliminary Accident Notification (PAN), no ENG Form 3394 is required. Do not record the injury or illness on the OSHA 300 Log.

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General Recording Criteria: To be recordable a case must meet one or more of the following:

1. Death;
2. Days away from work;
3. Restricted work or transfer to another job;
4. Medical treatment beyond first aid;
5. Loss of consciousness (regardless of the amount of time an employee is unconscious);
6. Diagnosis of a significant injury or illness
7. Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material;
8. Medical removal under medical surveillance requirements of an OSHA Standard;
9. Occupational hearing loss if the employee has experienced a work-related Standard Threshold Shift (STS) in hearing in one or both ears and the employee's total hearing level is 25dB or more above audiometric zero in the same ear(s) as the STS; or
10. Work-related tuberculosis.

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Days away from work:

Injury or Illness that prohibits the employee from performing regular duties or restricted duties according to a health care professional's recommendation;

Days away are counted in calendar days beyond the date of the injury; days away may be estimated, but must be updated when the employee returns to regular duties or restricted duty;

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Restricted work or transfer to another job:

Any restriction or transfer to a job where the employee's ability to perform regular duties are limited or eliminated due to illness or injury according to a health care professional's recommendation.

Days on restricted duty or job transfer are counted in calendar days; days on restricted duty or job transfer may be estimated, but must be updated when the employee returns to regular duties;

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Medical Treatment Beyond First Aid:

1. Medical treatment does not include:
   a. Visits to a physician or other licensed healthcare professional solely for observation or counseling;
   b. Diagnostic procedures, such as x-rays, blood testing, or administration of prescription medication solely for diagnostic purposes;
2. Any treatment that is not considered first aid is considered medical treatment;
3. First Aid is:
   a. Use of non-prescription medication at non-prescription strength
   b. Tetanus immunizations
   c. Cleaning, flushing, or soaking wounds on the surface of the skin
   d. Use of bandages or butterfly bandages (not including sutures, glue, etc)
   e. Hot or cold therapy
   f. Non-rigid means of support
   g. Temporary immobilization devices while transporting an accident victim
   h. Drilling of a nail to relieve pressure, or draining fluid from a blister
   i. Use of eye patches
   j. Removing foreign bodies from the eye using irrigation or a cotton swab
   k. Removal or splinters or foreign objects from areas other than the eye by irrigation, tweezers, cotton swabs, etc.
   l. Use of finger guards
   m. Massages (not including physical therapy or chiropractic services)
   n. Drinking fluids for relief of heat stress (not including IVs)

OK

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Record the injury or illness.
Project/Office/Lab/Center completes Preliminary Accident Notification (PAN) and ENG Form 3394. If injury results in fatality, permanent total or partial disability, or three or more people are injured in one accident complete ROSA, notify Army Safety Center, MSC, and CESO and conduct Board of Investigation.

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Government Property Damage Accidents Decision Tree

Choose One:

(all underlined are clickable links)

Did the accident result in less than $2,000 in Army property damage?

Did the accident result in more than $2,000 but les s than $200,000 Army property damage?

Did the accident result in $200,000 or more Army p roperty damage?

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Project/Office/Lab/Center completes Preliminary Accident Notification (PAN). Do not record the accident. No ENG Form 3394 is required.

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Record the accident.
Project/Office/Lab/Center complete Preliminary Accident Notification (PAN) and ENG Form 3394 and local command SO completes and submits DA Form 285-AB-R (AGAR) electronically.

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Record the accident.
Project/Office/Lab/Center immediately notified local command SO of accident.
Preserve accident scene, immediately complete Preliminary Accident Notification (PAN). Complete ENG Form 3394 as soon as reasonable. Local command SO immediately upon notification telephonically notifies Army Safety Center and CESO of accident. Makes recommendations on establishment of Board of Investigation, edits and releases ROSA, and completes DA Form 285. MSC or in the case of Labs or Centers CESO establishes and fields Board of Investigation.

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Contractor Property Damage Accidents Decision Tree

Choose One:

(all underlined are clickable links)

Did the accident result in less than $2,000 in contractor property damage?

Did the accident result in more than $2,000 but less than $200,000 contractor property damage?

Did the accident result in $200,000 or more contractor property damage?

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Record the accident.
Project/Office/Lab/Center complete Preliminary Accident Notification (PAN) and ENG Form 3394.

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Record the accident.
Project/Office/Lab/Center immediately notified local command SO of accident.
Preserve accident scene, immediately complete Preliminary Accident Notification (PAN). Complete ENG Form 3394 as soon as reasonable. Local command SO immediately upon notification telephonically notifies CESO of accident.
Makes recommendations on establishment of Board of Investigation, edits and releases ROSA as soon as reasonable.
MSC or in the case of Labs or Centers CESO establishes and fields Board of Investigation.

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Public Recreation Accident/Injury Reporting Decision Tree

Choose One:

(all underlined are clickable links)

Did accident result in serious injury to recreation visitor at USACE owned or operated project for facility?

Was accident, sustained by recreation or non-recreation visitors to USACE owned or operated project or facility, caused by USACE operation?

Did accident result in non-fatal/non-serious injury to recreation or non-recreation visitor at USACE owned or operated project or facility?

Did the accident result in fatal injury to recreational visitors?

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Record the accident. Project/Office completes Preliminary Accident Notification (PAN) and ENG Form 3394.

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